

**NATURE COAST  
UNITARIAN UNIVERSALISTS**



**POLICY AND PROCEDURE MANUAL**

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This NCUU Policy and Procedure Manual is a guide for members of this Fellowship to aid in their understanding of the positions and the responsibilities of the directors, standing committees, subcommittees and congregational policies. The NCUU By-laws will take precedence in all matters.

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<b><u>Chapter 1 Board of Directors Duties and Responsibilities</u></b>	

## **1.00 Board of Directors Duties and Responsibilities**

- a. Responsible for the overall welfare of the corporation
- b. Set the agenda for the annual and special meetings of the congregation
- c. Recommend the annual budget to the congregation
- d. Recommend changes to the bylaws to the congregation
- e. Authorizes expenditures in excess of budgeted amounts with notification of involved committee chairs of any movement of budgeted funds within the budget
- f. Approves minutes of the Board of Directors meetings
- g. Sets policy on building use
- h. Maintains a peaceful unity and representative behavior, understanding that being a member of the board is not about power but helping to foster a creative community through a covenant based on Unitarian Universalist principles
- i. See that members including new members or ongoing members understand how the community works, how it is governed
- j. Help one another and reach out to the larger community
- k. The Board's understanding and effectiveness is partly based upon the history of NCUU and institutional memory:
  - 1) reads and understands the current Bylaws of the NCUU
  - 2) reads the current Policy and Procedures Manual of the NCUU
  - 3) follows the NCUU version of Robert's Rules of Order \* (follows at the end of this section; Approved Dec. 14, 2020)
  - 4) attends training
- l. Board members can attend meetings virtually and be counted as present for the purpose of a quorum and voting

### **1.001 NCUU Version of Robert's Rules**

1. No one will be called upon to speak for the second time before everyone wishing to speak has spoken once.
2. People are asked to speak for themselves, not for what they think others think. Also, people are asked to be mindful of the feelings of others in the way they phrase their remarks. (It may be necessary for the moderator to monitor this requirement.)
3. People are asked to limit their comments to a specified number of minutes, usually two or three. If the issue is likely to be difficult, the moderator may devise a method of warning the speaker when a minute remains.
4. The moderator will try to call on people with differing points of view alternately. (Appointing someone to note who wishes to speak and to write it down may help facilitate this process.)

\* This is not a debate so the speakers should only present their own view, not rebut a previous speaker's views.

5. If parliamentary maneuvering gets complicated through acts such as the use of amendments and substitute motions, the moderator can declare the meeting to be in a "committee of the whole." In this status, the issues can be discussed and a consensus reached without the need for motions. Then, the moderator can declare the formal meeting resumed, and the appropriate motions to ratify the consensus can be made and voted upon.
6. The motion to "call to (or for) the question" is legitimate under Robert's Rules, but it can often destroy a congregation's community. It requires immediate cessation of debate and a vote on whether to continue debate. The majority rules on such a vote. If the debate is terminated in this manner, people often leave the meeting feeling disenfranchised and angry. Instead, the moderator can announce before the meeting begins that she or he will not accept a call to the question. A request to consider whether to end debate would result in a show of hands of those wishing to continue the discussion. Then, the moderator could do one of two things: (1) make a judgment as to whether sufficient interest exists to continue (even when such interest is in the minority) or, (2) allow each person whose hand is raised to make his or her statement and then end the debate. Experience shows that use of this adaptation of the rules generally avoids unhappiness about the procedure.
- \* It would be preferable if discussion could continue until a consensus can be reached, (even though it may lengthen the meeting) because it would help to avoid hard feelings about the final decisions. G:>)
7. When routine business, such as the election of officers, is being conducted, such rules generally are not necessary. They are helpful when controversial issues must be discussed.
8. We will listen deeply and appreciatively to each other and our guests, valuing all opinions whether or not we agree with them. (See #4 comment)
9. We will limit our comments to the topic under discussion. (See #4 comment)
10. We will stay in community with each other, even when the discussion is vigorous or tense We will avoid the labeling of others prior to, during, or following the discussion.
11. We will stand behind board decisions once that decision has been reached by the democratic process.
12. We will prepare for meetings by reviewing documents when they are provided prior to meeting dates.

13. We will use email with care. We will refrain from the use of email in dealing with especially sensitive issues that come before us, being mindful that email can reach unintended recipients.
14. When there is a moderator, that person's vote will only be used for a tie breaker so that the moderator will vote only once.
15. The board proposes that the congregation be able to vote electronically and that a quorum be allowed to be constituted electronically if the conditions warrant.
16. These rules are not meant to be cut in stone. We are a progressive and caring Fellowship.

### **1.01 President Duties and Responsibilities**

#### To the Board and the Congregation

The president is an enthusiastic supporter and advocate of NCUU, who suggests, leads, and promotes UU values and goals.

#### To the Board

- a. Approves the agenda for meetings
- b. Presides at board of directors' meetings
- c. Convenes emergency meetings in person, by e-mail or by telephone to conduct critical business between regular meetings

#### To the Congregation

- a. Lights the chalice on the first Sunday of each month
- b. Presides over annual and special meetings of the congregation
- c. Signs contracts and legal documents
- d. Has check signing authority
- e. President or designee attends NCUU Committee meetings as an ex-officio member of all standing committees
- f. Maintains all legal documents of the NCUU in secure locations such as the Brannen Bank and digital copies on the NCUU computer with the Treasurer, and copies of legal documents are filed in the Office of the NCUU in the filing cabinet

#### Other Duties

- a. Meets with minister, as requested or needed
- b. Appoints and charges ad hoc committees as specific tasks dictate
- c. Calls or visits any member who is in the hospital
- d. Writes and sends President's Message for the Newsletter each month
- e. Checks the [contactncuu@gmail.com](mailto:contactncuu@gmail.com) messages and

forwards them to the persons or committee chairs to whom the message pertains.  
(Approved Feb. 8, 2021)

### **1.02 Vice-President Duties and Responsibilities**

- a. Assumes the duties of the president if he/she is unable to perform the assigned duties
- b. Attends all board of directors and congregational meetings
- c. Has check signing authority
- d. Moderates the Council of Committees Meetings and writes a summary report for the upcoming Board of Directors meeting
- e. Coordinates with the finance committee to prepare a calendar related to the Annual Meeting based upon the current Bylaws and Bylaws deadlines related to the Annual Meeting
- f. Completes the Annual Certification of the NCUU as required by the UUA through the internet portal. The deadline date for certification is February 1<sup>st</sup>. The VP coordinates with relevant committee chairs, membership, and treasurer before mid-January to update and complete various sections:
  - 1) The directory listing of NCUU
  - 2) Financial statistics
  - 3) Membership numbers and attendance numbers
  - 4) Congregational poll
  - 5) Questionnaire of the Annual Certification
- g. Makes copies of completed sections for the Clerk's Records and VP records
- h. Checks the answering machine at least once a week and communicates messages to the person who most likely can handle it. (Approved Feb. 8, 2021).
- i. When VP's term is over the VP:
  - 1) meets with the incoming VP.
  - 2) may make recommendations.
  - 3) hands over their organized binder which includes the monthly agenda, minutes, committee minutes and financial spreadsheet and various notes from previous 3 to 6 months of meetings.

### **1.03 Treasurer Duties and Responsibilities**

- a. Keeps the financial records of NCUU
- b. Records all received cash or checks, identifies the source and date received
- c. Keeps a roster of all who have donated, including names, addresses, pledges made, money and date received and purpose of donation

- d. Keeps an up-to-date record of all money on hand and where the funds are allocated, i.e., general fund, special funds, etc.
- e. Pays all legitimate bills of the corporation in a timely manner
- f. Maintains a checking account for receiving income and paying the bills of the corporation
- g. Keeps funds in excess of what is needed on a day to day basis in an appropriate account as recommended by the Finance Committee and approved by the Board of Directors
- h. Presents reports to the board of directors regarding the money of the corporation at each monthly board of directors meeting
- i. Presents the general funds' income and expenses and how they track in accordance with the budget figures
- j. Alerts the board of directors when anything out of the ordinary is either expected or experienced regarding the income or expenditures
- k. Is a member of but cannot chair the Finance Committee
- l. Assists in budget planning and tracking
- m. Assists in planning pledge campaigns, both general fund annual campaign and campaigns for special purposes
- n. The treasurer is not authorized to approve expenditures outside the ordinary budget or expenditures not previously authorized by the board of directors, except in an emergency.
- o. The treasurer pays bills which are legitimate but insists on receiving bills in writing. When a congregation member has paid for something and seeks reimbursement, he/she should submit the original bill or sign a statement that such payment has been made by the member.
- p. The treasurer will appoint an assistant who is not the spouse/domestic partner of the treasurer and is approved by the Board of Directors. He/she will be trained to access all records of the treasurer and be responsible to keep a copy of the current records in a remote location. A member of the Finance Committee is recommended.

#### **1.04 Clerk Duties and Responsibilities**

- a. Prepares and makes available to the board of directors an agenda for the regular meetings
- b. Takes the minutes of all meetings of the board of directors and all congregational meetings
- c. Posts the minutes of the previous board of directors' meeting immediately following the board of directors approving the minutes
- d. Keeps files of approved minutes and important documents in the NCUU office
- e. Coordinates with the Nominating and Membership Committees' mailings and minutes of annual and special congregational meetings
- f. Keeps the list of previous board members up to date and posted on the bulletin board
- g. Signs documents required by the corporation's bank to change signature cards for newly elected president and treasurer



- h. Maintains up-to-date digital copies of the By-Laws and the Policy and Procedures Manual
- i. Sends a copy of the current Bylaws, Policy and Procedures Manual, and NCUU Board Covenant to new Board members of the NCUU
- j. Sends a copy of the current By-Laws and Policy and Procedures Manual to the Webmaster when changes are made in order to keep a current copy in the Members Only section of the website

### **1.05 Directors at Large Duties and Responsibilities**

- a. Attends board of directors' meetings
- b. Serves and is a member of one of the standing committees
- c. Reports to the board of directors on the assigned committee and reports back to the committee any board directives or approvals
- d. Assists the President when asked
- e. When a Director's term is over, the director shall:
  - 1) brief the incoming director on board procedures and open items or issues
  - 2) hand over his/her organized binder which includes: the monthly agenda, minutes, committee reports and finance spreadsheet for the last 3 to 6 months of meetings.
  - 3) outgoing director may submit recommendations to the board at this time

## **Chapter 2 Standing Committees Duties and Responsibilities**

### **2.00 Chairperson Duties and Responsibilities**

- a. Conduct regular open meetings of their committee as necessary and announce to the Fellowship the time and place of the meeting at two consecutive Sunday services before the meeting
- b. Voting members who serve on committees can attend meetings virtually and be counted as present for the purpose of a quorum and voting.
- c. Keep an accurate list of all members of their committee posted at NCUU
- d. A new chairperson will report the change in chair to their liaison person and the editor of the newsletter immediately upon assuming the chair
- e. Designates a member, or writes as the Chair, their committees' activities in the Master Calendar, including their regular meetings, events or special activities, in pencil, in case the items need to be changed
- f. For ongoing continuity of our beloved community, the Chair keeps a "Where Is It sheet", a description of all information relevant to the functioning of their committee and specific locations in the office. This sheet will be part of the member's committee binder and/or training information.

### **2.01 Building Committee Duties and Responsibilities**

- a. Responsible for the supervision, care, and upkeep of the NCUU building

- b. Monitors the key distribution, building security, and scheduling use of the building
- c. Verifies that persons contracted to work on the building have proper insurance and licenses
- d. Maintains a record of all gifts to the NCUU with a value in excess of one hundred (100) dollars in a donation book
- e. Maintains a monthly master calendar of all programs, activities, and events
- f. Maintain a sense of beauty that provides a spiritual, calming and healing environment
- g. Selects interior and exterior décor, furnishings and decorations to achieve the above duty
- h. Keeps a list of all key holders and issues keys as needed
- i. Keeps an ongoing record of what was repaired, replaced or serviced in the file cabinet section for Building Committee and a list of all businesses that the NCUU has employed for maintenance

## **2.02 Bylaws Committee (BC) Duties and Responsibilities**

- a. It is recognized that all bylaws may need amendments from time-to-time and that interpretations or clarifications may be needed by the Board of Directors, (BOD), or by members of the congregation.
- b. Therefore the Board shall appoint a chairperson of the Bylaws Committee (BC) to serve a term of three (3) years and approve nominations of four (4) members to serve a term of two (2) years. All terms begin on the first day of the first month following the NCUU Annual Meeting. Members serve at the discretion of the BOD and all proposed term renewals shall be submitted to the BOD for approval.
- c. The Bylaws Committee shall accept and review all suggestions or proposals for revisions to the NCUU bylaws. The result of any review completed by the committee will be reported to the BOD along with recommendation(s) of the BC. Recommendation for amendment to any of the bylaws by the BC shall be submitted to the BOD for its support.
- d. It is recognized that a disagreement may arise between the BOD and the BC regarding submission of an amendment for approval by the congregation at the NCUU Annual Meeting. Therefore, the BC shall have authority to submit any amendment to the congregation. The BC shall seek support for any such changes from the BOD but it is recognized that approval is not required. If there is any such disagreement, it must be communicated to the congregation with opposing views stated.
- e. Any requests for interpretation or clarification of any of the NCUU bylaws must be submitted to the BC in writing with a contact person identified.

## **2.03 Denominational Affairs Committee Duties and Responsibilities (approved May 7, 2015)**

### Purpose

The purpose of the Denominational Affairs Committee is to strengthen ties between the

Nature Coast Unitarian Universalists and the West central Cluster, the Florida District, the Southern Region and the Unitarian Universalist Association.

### Responsibilities

- a. Encourage attendance at meetings, workshops and gatherings of our denomination at West Central Cluster, region and national levels
- b. Provide information about our denomination via newsletter, bulletin board, announcements or other means
- c. Report committee activities to the Board of Directors in a timely manner
- d. Encourage participation in initiatives recommended by the UUA
- e. Propose an annual budget to the Finance Committee
- f. Operate within the approved budget

### **2.04 Finance Committee Duties and Responsibilities**

- a. Constructs and maintains an overall financial picture of NCUU
- b. Reviews and communicates to the board of directors impacts on finances of future financial directions
- c. Identifies and pursues as needed, sources of funding
- d. Reviews and maintains appropriate insurance policies for the NCUU
- e. Keeps the funds of the corporation safely invested
- f. Reviews fundraisers and refers appropriate plans to the board of directors
- g. Develops, with input from the treasurer, a draft annual budget and works with the board of directors to complete a proposed budget
- h. Plans the annual pledge drive, forms a subcommittee from the congregation to conduct the drive, and coordinates with other committees, such as Social Activities Committee to assist
- i. The Chairperson presents proposed annual budget to the congregation at annual meeting
- j. Monitors general spending to ensure consistency with the budget at a monthly meeting

### **2.041 Purchasing Process for NCUU**

The Finance Committee may appoint a purchasing agent who will coordinate and centralize the buying needs of NCUU for efficiency and cost savings.

- a. All purchase requests must be done in writing to the purchase agent.
- b. Upon receiving a request for purchasing items and services a purchase order form will be created by purchasing agent.
- c. Purchasing agent will assign a number and sign and date the form
- d. Purchasing agent will then make the purchase or designate another
- e. Purchase orders will be filed in a central folder as well as a committee folder for reference.
- f. Optional: A spreadsheet can be designed for each committee with a beginning budget and maintained by the purchasing agent.

## **2.05 Grounds Committee Duties and Responsibilities**

- a. Supervises the care and maintenance of the outside property, including landscape, watering, mowing and general property upkeep
- b. Verifies that persons contracted to work on the grounds have proper insurance and licenses
- c. Schedules, coordinating with the Building Committee, use of the grounds for special events. There will be no guarantee of exclusive use of the grounds.
- d. Maintains grounds and coordinates additional projects
- e. Reviews offers of plant donations in order to consider expense involved in maintaining and compliance with official plant list
- f. Keeps the grounds in compliance with the UUA Green Sanctuary Philosophy

## **2.06 Long Range Planning Committee Duties and Responsibilities**

- a. Shall consist of the chairpersons of all standing committees and any other member of the Fellowship who desires to be a member
- b. At their first meeting they will select their own chairperson
- c. Project the short-term goals and needs (1 to 5 years in the future) for the Fellowships immediate action
- d. Project the long-term goals and needs (5 to 10 years in the future) needed for NCUU's extended development
- e. Meet three times each year to evaluate and adjust goals. Suggested meetings to be in February (to prepare to report at the Annual Meeting), in June and in October

## **2.07 Media and Technology Committee Duties and Responsibilities**

### **2.071 A/V Subcommittee**

- a. Ensures sound system, projector, CD player, microphones, etc. are in working order
- b. Replaces batteries and orders new equipment when necessary as approved by the Board of Directors
- c. Provides instruction for new operators in the use of the sound system and headphones for the hearing impaired
- d. Assists speakers and performers with setting up and adjusting equipment for Sunday service
- e. Hands out headphones to the hearing impaired, showing members or guests how to use the headphones or assigns trained member to help with this
- f. Previously called "the media fund" now correctly referred to as the A/V equipment fund is maintained through the office of the treasurer

### **2.072 Newsletter Subcommittee**

- a. The newsletter is to be published monthly, unless otherwise directed by the Board of Directors.

- b. It is sent to members and friends by E-mail. The newsletter is mailed to members/friends that don't have a computer by a member of the Board or a Newsletter Committee Member. It is available at the greeters' table provided by a member of the Board of Directors or Newsletter Committee Member.
- c. Information is gathered from attending the board of directors' meetings, services and events of the Fellowship, by committees and members and is published at the discretion of the editor and the board of directors.
- d. Each month, the content due date is stated during the Sunday Service announcements.
- e. A copy of each month's newsletter will be stored in the Fellowship's office as a record of NCUU history.

### **2.073 Publicity Subcommittee**

- a. Edits and publishes the newsletter monthly and distributes it via email to the VP of the board
- b. Updates the website, Facebook with information for public, members and friends
- c. Arranges for publicity, free and paid with local newspapers and publications, media, and Facebook regarding services, meetings and special functions

### **2.074 Webmaster**

- a. The associate will maintain and update the calendar of events and services.
- b. Appoint an associate and train the associate to assist in the maintenance of the Web page
- c. Maintain the Fellowship's domain name(s) in good standing. The charge for the same will be charged to the publicity budget, a subcommittee of the Membership Committee.
- d. The Web page shall consist of a main page showing the principal data regarding the Fellowship with links to sub-pages which are to contain archives of sermons and other related topics, a schedule of upcoming services giving a brief description of the presenter and topic and topics of interest which require a full page of their own.
- e. The main pages shall contain links to the UUA, The Florida District, the current cluster and other things related to the society.
- f. Other than the listing members of the board of directors, and the minister and their e-mail addresses, no names, e-mail addresses, postal addresses or pictures may be posted without the express approval of the individuals involved.
- g. Maintain a password accessible to members only section with a directory of members and friends and other requested items
- h. Other layout details will be at the discretion of the webmaster with review by the board of directors.

### **2.08 Membership Committee Duties and Responsibilities**

Attracts and keeps members:

- a. Maintains a current list of active members and provides this list to the webmaster to be posted and to the clerk of the board
- b. Keeps a visitor book and sends letters and/or emails to guests and new visitors
- c. Chairs informal meetings with new members regarding our Fellowship and UUA
- d. Discusses benefits and responsibilities of membership with prospective membership
- e. Keeps an up-to-date member/friend NCUU Directory and distributes it electronically and in print
- f. Arranges for printing and distribution of the directory to the webmaster
- g. Maintains the Membership Book
- h. Arranges for two greeters for each Sunday service
- i. Organizes new member ceremonies
- j. Coordinates with Sunday Service Committee for new member ceremonies and "Why I'm A UU"
- k. Orders pamphlets and books, as needed, from UUA bookstore
- l. Provides a telephone tree for the board of directors
- m. Makes and updates nametags for members and friends
- n. Updates the birthday list and distributes it to the newsletter editor

#### **2.081 Caring Subcommittee Duties and Responsibilities**

- a. Consults with the Board of Director president regarding illnesses/hospitalizations
- b. Informs congregation of members with illness/hospitalization
- c. Provides "Get Well" or "Thinking of You" cards for congregation to sign
- d. Arranges for home and/or hospital visits or calls for members in need

#### **2.09 Religious Education Committee Duties and Responsibilities**

- a. Conducts Sunday school when children are available
- b. Every effort should be made to utilize the material offered by the UUA which is intended to foster faith development, in the form of courses, workshops, and discussion groups.

#### **2.091 Church School Goals**

- a. Learn about our own UU heritage, forbearers and what UUism stands for today
- b. Learn about the Seven Principles of the UUA
- c. Learn about the practice of other religions and cultures and about their scriptures and other writings
- d. Celebrate the annual holidays and holy days observed in our country and the world over
- e. Learn about ethical living so our students can become responsible adults who will make their own decisions about how to live rewarding lives
- f. The overall goal of our church school is to ensure that children want to come to church, look forward to learning and to having fun times with their friends.

## **2.10 Social Activities Committee Duties and Responsibilities**

- a. Schedules social activities for the calendar year and presents the list to the Board of Directors
- b. Oversees the Sunday coffee hour
- c. Makes available sign-up sheets for Social Activities events
- d. Supervises the Thanksgiving and Easter potlucks, and Mother's Day picnic
- e. Assists with special social occasions and fundraisers, as needed, including purchasing supplies for these occasions
- f. Keeps track of needed supplies (coffee, paper goods, juice, etc.)
- g. Meets several times yearly to draw up tentative schedules of social activities and have members volunteer to assume duties and responsibilities for the various events

## **2.11 Social Justice Committee Duties and Responsibilities (approved August 12, 2015)**

- a. Researches and analyzes social issues and positions sanctioned by the UUA UUSC or NCUU
- b. Develops action tactics and strategies to achieve significant social justice results on social justice issues sanctioned by UUA and/or UUSC and/or NCUU. Illuminates and defines locally specific manifestations of the issues identified in more general terms by UUA, UUSC. This includes the development of Task Forces representing Unitarian Universalist positions at rallies, demonstrations, public hearings, visiting elected officials, organizing rallies, demonstrations, petitions, and letter writing campaigns. Participants may wear NCUU T-Shirts and speak to the press as well as represent NCUU according to the guidelines of the NCUU Social Justice Committee at the above events.
- c. Develops public statements in the name of the congregation with the Board of Directors' approval
- d. Conducts educational programs, Sunday service content, seminars, or forums to raise the congregation/s and the public's consciousness
- e. Initiates and coordinates social services projects, such as donations to CASA, collection of school supplies, and the food bank
- f. Publicizes SJC events in the NCUU Newsletter to inform and involve the congregation as well as in press releases to inform the general public of Social Justice Forums, seminars and Sunday service SJ speakers
- g. Invites and accepts collaboration and coalition formation with other UUSJ committees and other community social justice organizations
- h. Develops a committee budget and submits it to the Finance Committee for inclusion in the annual budget

## **2.12 Sunday Service Committee Duties and Responsibilities (Revision 2018)**

- a. The Sunday Service Committee (SSC) is responsible for everything that happens in the Sunday Service.

- b. The Sunday Service Committee keeps five information binders for reference and displays copies of Sunday Service Leader Format and Announcements Format on the Bulletin Board in the Office.

The information binders are

- 1) Sunday attendance record, Speaker Agreements and Music Schedule
- 2) Monthly Meeting Committee Agenda and Monthly Minutes
- 3) Memorial Service Information: Templates and Completed Forms by members
- 4) Speakers' Talks (of speakers who submitted copies)
- 5) Copies of the current Sunday Service Leader Format, and Announcements Format

- c. Duties of the Speaker Scheduler

- 1) Schedules appropriate Sunday speakers with an effort to have a Unitarian Universalist minister to speak at least once a month
- 2) Keeps the cost of speakers within the budgetary restraints
- 3) Reports to the Sunday Service Committee at the monthly meetings
- 4) Distributes speaker schedule, including the cost, at least one month in advance, to the Sunday Service Committee members and the treasurer

- d. Duties of the Speaker Agreement Coordinator

- 1) From the speaker schedule list, send an NCUU Speaker Agreement Form, by email, if possible, and an NCUU Order of Service to each scheduled speaker for the upcoming month, along with instructions for completing the form and returning it. It is also important to ask that they return the agreement by a specific date so that there will be enough time for us to coordinate the rest of each Sunday Service and include information about the speakers and their topics for our Newsletter and NCUU Website.
- 2) After the Speaker Agreements are completed and returned, send copies to Sunday Service Committee members, the appropriate Service Leader for each speaker and the Music Director, if not a Sunday Service Committee member.

- e. Duties of the Sunday Service Leader Coordinator

- 1) Solicits and schedules trained Sunday Service Leaders in advance for the Sunday Services
- 2) Schedules Chalice Lighters from membership and friends of the NCUU
- 3) Prepares the Order of Service Display Board in advance of the Sunday Service
- 4) Ensures sufficient supply of candles for "Joys and Concerns", ensure the chalice has sufficient oil

- f. Duties of the Sunday Service Leader (SL)

- 1) Uses the Speaker's Agreement to contact the speaker and coordinates parts of the Order of Service
- 2) Prepares the opening words, meditation, readings or responsive readings, offertory words, closing words as part of the service



- 3) Welcomes the Speaker(s) when he/she arrives and reviews the service with him/her
- 4) Reviews who is present to: read the announcements, be the Chalice Lighter, and sees that water is present for the Speaker
- 5) Checks the microphone and checks to see if the sound system is turned on
- 6) Starts the service with the Welcome and Announcements
- 7) Introduces the speaker with a short biography
- 8) Facilitates and closes the post service discussion
- 9) Turns off the portable microphones and returns them to the audio equipment table and turns off the master switch before leaving the sanctuary
- 10) After the discussion, a committee member thanks the Speaker and hands the speaker an envelope which includes a written Thank You Note and the check with the amount as per the Speaker Agreement.
- 11) Order of Service: Is responsible for the content of the Order of Service and makes changes. Contacts person printing the Orders of Service when more copies are needed

### **2.121 Music Subcommittee Duties and Responsibilities**

- a. Selects hymns and arranges for the special music for the Sunday services.
- b. Monthly Music Schedule: After the month's Speaker Agreements are returned and Service Leaders selected, publishes a Monthly Music Schedule
- c. Monthly Music Schedule should include: Each Sunday's date, Scheduled Speaker, Service Leader, Board Member for Welcome and Announcements, Chalice Lighter, hymns, affirmation, pianist, and special music
- d. Distributes the schedule to the:
  - 1) Sunday Service Committee members
  - 2) person(s) who makes the weekly changes on the Order of Service Display Board in our sanctuary, and
  - 3) Service Leaders for the upcoming Speakers
- d. It is helpful to place a copy of the schedule in the pulpit and on the Sunday Service section of the bulletin board in the office
- e. Plans music for the year for the choir (with the Choir Director) and for special services and occasions

### **Chapter 3 Nominating Committee Duties and Responsibilities**

#### **A. Mission**

The mission of the NCUU Nominating Committee (Nom Com) shall be to select and present names of nominees for all vacant positions on the Board of Directors (BOD) and the next Nominating Committee, including unexpected vacancies should they occur. Note: It is understood that because of the nature of the Nom Com, all deliberations regarding members will be conducted in "executive session" and will be held confidential.

B. Procedure

The time line found below is a suggestion. It is included so that the Nom Com will complete its work in ample time.

1. Unexpected Vacancies

- a. Request from the clerk a list of past BOD members whom the Nom Com could contact to serve on the BOD or the Nominating Committee in the event of an unexpected vacancy.
- b. Contact such former BOD members, explain the reason for this request, and determine their willingness to serve on the BOD or Nom Com until that term is completed.
- c. If no former BOD members are willing to serve, be prepared to provide the name of at least one eligible member to fill the vacancy.

2. Normal Term Vacancies

- a. By the end of September, request that the clerk provide a list of all vacant positions, by name, to be filled in the next election, as per Bylaws Article VI, A.
- b. By the end of September, request that the Membership Committee prepare a list of NCUU members eligible to run for office.
- c. Be familiar with the responsibilities of the vacant positions
- d. Create a Nom Com schedule with dates for all remaining Nom Com activities
- e. In October, request that the NCUU President announce the commencement of the nominating process and encourage members to run for office.
- f. Before the end of the year, identify and discuss merits of possible candidates from the list of those eligible.
- g. Beginning in January, Nom Com members will contact potential candidates to discuss vacant positions and determine each person's interest in serving. Determine if any officers who are eligible, wish to serve a second term.
- h. The Nom Com may accept more than one nominee for each position.
- i. Finalize the slate of candidates and present a preliminary report to the BOD
- j. The Nom Com will request a brief biography and photo of each candidate for inclusion in the March newsletter.
- k. Thirty days before the annual meeting, prepare the final slate of candidates for all vacant positions
- l. Hold a Meet the Candidates Sunday in March
- m. Review all balloting procedures in preparation for the annual meeting

3. Ballots

- a. Nom Com chairman receives completed absentee ballots by mail
- b. Nom Com chairman receives ballots from the clerk and holds them until the annual meeting
- c. All ballots will be collected and tallied by the Nom Com.

- d. Voting results will be announced to the membership by the Nom Com. The Nom Com submits the final report to the clerk.
- f. All ballots are retained by the Nom Com and given to the incoming Nom Com chairman to be held for two years.

## **Chapter 4 Other Committees Duties and Responsibilities**

### **4.01 Library Committee/Bulletin Board Committee Duties and Responsibilities**

- a. Posts articles to the bulletin board
- b. Articles are to be placed in mail slot labeled bulletin board
- c. On Sundays, removes the out of date notices, makes the board look neat and saves selected clippings and pictures to be put into the scrapbook
- d. Stamps incoming books, tapes, etc. to the library with the UU address
- e. Keeps the list of books, tapes, etc.

### **4.02 Ministerial Committee Duties and Responsibilities**

#### Composition and Terms

- a. Three members of the congregation in good standing who are not board of directors serve a term of three consecutive years.
- b. The member who has completed three years of service leaves, and is replaced, by the minister in consultation with the current committee members.
- c. The minister informs the board of directors of the committee members.
- d. The chairperson for the committee will be selected by its members at the first meeting.

#### Function

- a. Supports and serves as a sounding board for the minister.
- b. Serves as a channel of communication between the congregation and the minister.

### **4.03 Council of Committees Duties and Responsibilities**

- a. All chairpersons of standing committees will be members of this council.
- b. The Council meets quarterly if possible (approximately every 3 months.)
- c. The Council is moderated by the Vice-president of the Board of Directors.
- d. The Council is to encourage the committees to work together on projects and problems concerning the NCUU.
- e. The Council is to promote communication and enhance understanding between the various committees.
- f. The Council will help curb and/or mitigate unhappiness and rivalry between the committees.
- g. The Vice-President of the Board of Directors will make a report about the Council's meeting at the Board of Directors' meeting immediately following the meeting of the Council of Committees.

## **Chapter 5 Congregational Policies**

### **5.00 Behavior**

The NCUU Fellowship has the right and responsibility to protect members, friends and staff from individuals who, by their actions and behavior may be threatening the physical or emotional security of one or more persons, the following procedures shall be followed in dealing with a disruptive individual:

#### **In an Emergency**

- a. When a person's disruptive behavior requires an immediate response, that response will be by the president or his/her designee and for leader of the group involved. This may include asking the offending person or persons to leave or suspending the meeting or activity until it can safely be resumed. If further assistance is required 911 may be called.
- b. Anytime such action is required the president and/or the minister if not present must be notified as soon as is practicable.
- c. A letter or document detailing what steps must be taken by the offending party or parties before he/she/they may return to the activities involved will be sent by the board of directors.

#### **Ongoing Situations**

For ongoing situations and those not requiring immediate response the following general procedures will be followed.

NOTE: Since it is a serious business to file a formal complaint against a fellow member, doing so should never be taken lightly. Every attempt should be made to resolve disruptive situations by immediately addressing them directly, with compassion and concern, before resorting to the use of this policy. The board of directors may designate an individual(s) (member support group) who may meet with the disruptive individual and attempt to resolve the disruptive situation. Failure to resolve the situation may lead to implementation of the following procedures.

#### **General Procedures**

- a. The board of directors may appoint an ad hoc ombudsman panel of three (3) members who shall be responsible for implementing the policy and procedures of dealing with an individual displaying disruptive behavior.
- b. The panel chair shall immediately request a meeting with the individual at a time and place agreeable to each panel member. Failure of the disruptive individual to attend the meeting could result in suspension or termination of membership.
- c. The panel shall clearly explain the specific reasons that the individual has been called to meet with the panel.

- d. The panel shall explore with the individual sources of outside assistance and/or social services that may assist in helping to change the alleged behavior.
- e. The panel will communicate to the individual how the problem has been identified by specifically citing one or more of the following points:
- 1) Dangerousness: The individual has been the source of a threat or perceived threat to persons or
  - 2) Disruptiveness: the individual has interfered with church
  - 3) Offensiveness: the individual has physically and/or emotionally harassed an existing member or a prospective member who may be driven away
- f. The panel, depending on the immediacy of the problem, will consider action to be taken either at the initial meeting or at a later time to be determined.  
NOTE: To determine the necessary appropriate action to be taken the panel will consider the following points:
- 1) Causes: Why is the disruption occurring? Is it a conflict between individual and others in the fellowship? Is it due to a professionally diagnosed condition of mental illness?
  - 2) History: What is the frequency and degree of disruption that the individual caused in the past?
  - 3) Probability of Change: How likely is it that the problem behavior will diminish in the future?
- g. The panel will decide on the necessary action to be taken on a case- by- case basis. However, the following three possible levels of response are available to the panel:
- LEVEL 1: The panel shall issue a verbal and/or written warning citing the behavioral changes expected to take place within a specific time frame.
- LEVEL 2: The offending individual is excluded from the fellowship and/or specific activities for a limited period of time, with the reasons and the conditions of return made clear.
- LEVEL 3: The offending individual is permanently excluded from the fellowship premises and all fellowship activities. Before this is carried out the panel will receive the board of director's approval. If it is decided by the board of directors that the expulsion from membership should take place, a letter will be sent by the president to the member explaining the expulsion.
- h. An appeal to a Level 1 or a Level 2 procedure can be taken to the NCUU Board of Directors. There is no avenue of appeal to a Level 3 expulsion.

### **5.01 Medical Emergency**

- a. 911 should be called when any of the following occur to an individual on the premises:
- Sudden sharp pain in the chest, either arm, the neck or the jaw;
  - Shortness of breath of more than a few minutes;
  - Loss of consciousness or seizure-like behavior, even if the person should "come to";
  - A fall if the person is unable to get up on own, due to pain with movement;
  - Sudden loss of use of arm and/or leg, slurred speech or unusual disorientation;

- Uncontrollable bleeding or severe burns;
- An episode of cold, clammy perspiration, especially in a known diabetic.
- b. There is an AED in the hallway across from the kitchen, emergency response will be called in the event AED is needed.
- c. Only a significant other or companion may offer a person over the counter medications.
- d. Anyone may assist a person to take her/his own medication, such as an EpiPen, nitroglycerin or diabetic medications.
- e. Anyone may offer a diabetic orange juice or hard candy, provided the ill person is conscious and agrees.
- f. A telephone will be available to everyone at all times.
- g. A first aid kit will be located in an easily accessible and well-marked place, with standard supplies to care for minor accidents such as cuts or small burns. This kit will be checked on a monthly basis to be certain supplies are maintained.

### **5.021 Policy for Use and Scheduling of Building (approved May 2011)**

The facility is available for the use by members and outside groups under the following guidelines:

- a. A "Use of Building" form must be completed and submitted to the Building Committee for review, approval and scheduling insuring no interference with congregational needs.
- b. All individuals and groups requesting a meeting or activity are to have a NCUU member as a member who must be in attendance. A donation of fifty (50) dollars is suggested for cleaning.
- c. Individuals, groups or organizations who request dues, fees, donations or admission from participants will be asked to contribute a donation to NCUU in order to defray expenses of upkeep, maintenance and utility costs.
- d. There will be no guarantee of exclusive use of the building.
- e. Special events or celebrations, not sponsored by a NCUU member, will be charged a donation that will depend upon the length of time they expect to use the facility. Donation will be calculated as follows:
  - One-half day or evening (4 hrs.) \$ 125.00 \*
  - Full day and/or evening (8 hrs.) \$175.00 \*
  - \* Includes a \$25.00 refundable deposit
- f. Groups will be responsible for cleaning and returning all rooms to the condition in which they were found.

### **5.022 Policy Building Use (approved November 23, 2011)**

Use of the building will be prioritized according to the following points:

- a. Memorials will have first priority and other events will need to be rescheduled.
- b. If an event needs to be rescheduled the organizer of the event should be notified in a timely manner.
- c. Events that reflect NCUU religious priorities
- d. Events that promote and support the integrity of the NCUU community
- e. Events that connect the NCUU community to the wider community

- f. Events of interest to NCUU members and/or the wider community
- h. On-going events/classes should be prepared to be flexible
- g. Saturday and Sundays are priority use days
- i. An events coordinator will manage the calendar

### **5.023 Use and Sharing of NCUU Facilities for Meetings and Functions (approved January 21, 2013)**

In recent months, the NCUU membership has grown measurably in both size and diversity of interests. As a result, we may reasonably expect an increase in the number of general and focus group gatherings at the fellowship facilities. This is encouraged as we wish to maximize the use of our facilities and the number of functions that they can serve. As in the past, meetings and function must be scheduled in advance to avoid conflicts. Although our building is relatively small, it does comprise at least two, and possibly three, areas that could be occupied simultaneously by small groups or those who need to perform fellowship related tasks. In particular, if necessary, it should be possible for groups (or individuals) to meet in the sanctuary and in the office at the same time with the doors closed to avoid disturbing each other. Groups requiring quiet or privacy (such as the choir, Sophia's Circle, the meditation sitting group or committees discussing sensitive issues) are encouraged to use the sanctuary with doors closed and, if needed, post a sign requesting silence on the doors to the foyer. This should allow those who need to conduct church business in the office, or to access the kitchen, to do so without interfering with the group in the sanctuary. Obviously, all available space will still be dedicated to large functions that need it.

### **5.0234 Building Rental Fees for Memorials (approved Oct. 19, 2020; Updated Nov. 9, 2020)**

Building use for memorial services for **Current members and members' spouses**, as well as for when the building is requested by a **current member or member's spouse** for a memorial service, is free. Donations will be accepted.

**Nonmember** fees are as follows:

**Building Rental**, \$50 an hour, two-hour minimum. A microphone is Included.

Kitchen, \$25.

Cleaning fee: \$75.

Media, \$50 set up and break down for video or slideshow.

Music, fee set by musician.

The Building chair shall be the contact for renting the building.

### **5.03 Policy for Adults and Older Youth Working with Children and Youth (approved May 2011)**

Adults and older youth in leadership roles play a key part in fostering spiritual developments of both the individuals and the Fellowship as a community. The relationship between youth and their leaders must be one of mutual respect. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Wisdom dictates that children, youth and adults suffer damaging effects when leaders

become sexually involved with young persons in their care, therefore, leaders will refrain from such involvements. Neither will they sexually harass or engage in behavior that constitutes verbal, emotional or physical abuse. Lastly, leaders or helpers, volunteers or paid staff shall, at all times, work as a pair, or as a member of a larger group of leaders, in any class, event or activity at the Fellowship or sponsored elsewhere by the Fellowship. This policy is intended to benefit all parties mentioned above.

#### **5.04 Charitable Donations Policy**

The Nature Coast Unitarian Universalist Fellowship welcomes and encourages donations, both cash and non-cash, which further its purposes.

##### Cash Donations to NCUU

- a. The board of directors, by a majority vote, may accept a cash donation if it is deemed to be in the best interest of NCUU.
- b. If a donation is from an anonymous donor and a designated purpose for the donation is specified the president of the board of directors and the chair of the Finance Committee must be made aware of the donor's identity.
- c. If a specific use is designated its purpose must further NCUU's mission, as determined by a majority vote of the Board of Directors.
- d. Any donation will be the sole property of NCUU and funds remaining after the designated purpose is completed will be placed in a "Cookie Jar Fund" for the future operation of NCUU. If the designated purpose is a continuing operation, the funds will be used for that purpose until they are exhausted.
- e. Anonymous donations will be placed in a fund designed for the continued operation of NCUU. If there is an emergency situation at NCUU some or all of said donation can be applied to that emergency by a majority vote of the board of directors.

##### Non-Cash Donations

- a. Donors of such items must be identified in case it becomes necessary to contact the donor.
- b. The board of directors, by a majority vote, will approve acceptance of such items and reserves to right to sell or dispose of the item if it is deemed not usable.

#### **5.051 Policy on Cash Donations**

##### Cash Donations of \$2500 or More

Cash donations of \$2500 or more will be presented to the board at its first available meeting. The board will earmark the donation for a specific need of NCUU including placing it in a reserve or investing in a fund to create an endowment.



### Designated Use Donations by Identifiable Donor

A cash donation designated for a specific purpose from an identifiable donor will be presented to the board of directors at its first available meeting. The board can accept the donation if the designated use is in the best interest of the NCUU. When the project is completed all remaining funds will be placed in the NCUU reserve funds.

### Anonymous Donations

Anonymous donations will be brought before the board of directors at the first possible meeting. The treasurer will place the funds in the reserve or invested until the board acts on the donation. The board can earmark the fund for a specific need of NCUU. If the funds are not earmarked for a specific project, the funds will be invested in a fund to create an endowment for NCUU. No anonymous donor can designate a use for the donated funds.

### In Kind Donations

The board of directors by a majority vote will approve acceptance of such items and reserve the right to sell or dispose of the item if it is deemed not usable.

Any exception to the above policy must have the approval of the majority of the board.

## **5.06 Fund Raising**

Any fundraising event that uses major resources of the Fellowship shall deposit its profits in the special donations off-budget account. The use of those monies will then be determined by the NCUU Board of Directors. The board of directors will also decide what can be considered a major event.

## **5.07 Gift Acceptance Policy**

### General Principles

- a. Nature Coast Unitarian Universalists reserves the right to refuse any gift that in any way detracts from its purpose, character, integrity, freedom, or its independence.
- b. All accepted gifts immediately become the property of NCUU.
- c. Nature Coast Unitarian Universalists must use gifts for the particular purpose designated by the donor or as set forth in any solicitation materials.
- d. Nature Coast Unitarian Universalists should safeguard the donor's privacy and other confidential information.
- e. Nature Coast Unitarian Universalists encourages donors who are considering planned or deferred gifts to consult with their attorneys and/or financial advisors.
- f. Nature Coast Unitarian Universalists follows the letter and spirit of all laws and regulations affecting or relating to charitable giving and fundraising activities.
- g. The donor is responsible for assigning a value to tangible property for income tax purposes.

- h. Identifiable donors will be provided a statement to sign acknowledging that they have been provided a copy of this policy.

### Acceptance of Gifts

Gifts represent funds received as voluntary donations without any expectation, real or perceived, that goods or services will be received by the donor. Gifts are received as unrestricted, temporarily restricted, or permanently restricted.

- a. Unrestricted: Gifts received in this category come to the Fellowship with no donor restrictions and placed in the Fellowship savings account until the Board of Directors identifies the gift for a specific need. Funds not identified for a specific need may be placed in reserve or invested in an endowment fund, at the discretion of the Board of Directors.
- b. Temporarily Restricted: Gifts received in this category are to be used for a specific purpose specified by the donor in writing subject to the acceptance of the Board of Directors. Temporarily restricted gifts are recognized as gift income in the off budget accounts. All expenditures of these funds are recorded in the off budget accounts to recognize that the donor's restrictions have been met. Examples of temporarily restricted gifts might be gifts received for use in a future fiscal year (timing restriction) or for a specific project (use restriction). Anonymous donations will not be accepted in this category.
- c. Permanently Restricted : Gifts received in this category are commonly referred to as endowment funds. By donor specification the funds are to be invested and only the investment income or a portion thereof may be expended.

Because conditions change over time, all temporarily and permanently restricted gift instruments are subject to the following contingency clause:

*“If circumstances should arise in the future that make it illegal, impossible, or impracticable to use the gift for the purpose specified by the donor, the Finance Committee may submit a request for modification of this purpose to the Nature Coast Unitarian Universalists Board of Directors. If, in the best judgment of the Directors, such modification is deemed prudent, they may authorize a change in the purpose for the fulfillment of objectives as near as practical to the original purpose.”*

### Cash Gifts

The most frequent method used to make a gift to Nature Coast Unitarian Universalists is a check. Checks should be made payable to Nature Coast Unitarian Universalists and mailed to the Post Office address as the physical address mailbox is understandably less safe.

P.O. Address  
Nature Coast Unitarian Universalists Inc.  
PO Box 94  
Holder, FL 34445-0094

For gifts made by check, the postmark date is the gift date.

Tangible Personal Property

Nature Coast Unitarian Universalists may accept gifts of tangible personal property. Prospective donors should be advised that Nature Coast Unitarian Universalists reserves the right to sell or otherwise dispose of the personal property in question.